

## **Chemnet Instrument Data Archiving Protocol**

### **1 Scope**

The purpose of this document is to provide a uniform protocol for the storage of raw electronic data generated by instrumentation. Data files take up a great deal of the hard disk space and cause a variety of system problems when allowed to remain on system hard drives for an extended period of time. Therefore, a protocol has been established to purge old data and to provide optional methods for permanent data archiving. This document applies to personnel using the associated instrument(s)/equipment in Quantico, VA in the following disciplines/categories of testing: Drug chemistry, toxicology, paint, explosives (chemistry), fire debris, and Chemistry Unit general physical and chemical analysis.

### **2 Principle**

As stated in individual protocols, processed data files are printed (either hard copy or pdf) and kept with case files or instrument QA/QC logs, as required. Once this processed data has been printed and filed properly, the printed material is considered the "official" copy. However, where possible, raw data files are kept and archived. The majority of the instrument computers are connected to Chemnet, a closed, unclassified TCP/IP network.

This protocol outlines the amount of time that data may be stored on an instrument computer and optional methods of data archiving. The term 'data' used in this SOP may refer to 'raw data,' 'data file,' 'file,' directories, other instrument files including methods, sequences, layouts, and reports and may refer to the location of the analysis data on an instrument computer hard drive. This protocol only applies to instruments that are capable of storing data to a workstation hard drive.

### **3 Equipment/Materials/Reagents**

- a. Chemnet storage servers and data jukeboxes
- b. CD-R, DVD-R, BD-R disks

### **4 Standards and Controls**

Not applicable.

### **5 Sampling or Sample Selection**

Not applicable.

## **6 Procedures**

### **6.1 Hard Drive Storage**

- a. Data will be kept on instrument computer hard drives for a period of approximately six months unless it is removed sooner by the originator of the data or it is archived to free-up memory on the hard drive. Where applicable, the performance monitoring protocols direct the operator to view and record the remaining available disk space daily and to contact appropriate instrument support personnel if insufficient space is available.
- b. Checks will be made as needed by appropriate instrument support personnel to remove data files dated older than six months on heavily used instrument workstations in order to maintain sufficient hard disk memory space.

### **6.2 Data Archiving**

#### **6.2.1 IOSS Manager, or Appropriate Instrument Support Personnel**

- a. When the data stored on an instrument hard drive becomes excessive (typically indicated by the availability of less than 100 MB of free disk space), data files will be transferred to the Chemnet storage servers, by either manual or automated methods, for temporary storage.
- b. Periodically, the data located on the Chemnet servers will be transferred to CD-R, DVD-R, or BD-R disks for permanent storage/archival, by either manual or automated methods when necessary.
- c. Disks containing archived data are initially stored in the Chemnet jukeboxes for online access to the data. Periodically, to make room in the jukeboxes, older disks will be removed and stored in a locked cabinet.

#### **6.2.2 Individual Instrument Operators**

- a. If an individual operator, for any reason, wishes to archive data, the data should be removed from the hard drive and stored on another medium. This is only optional, and not a requirement.
- b. Methods of data archiving can be suggested by the IOSS Manager or appropriate instrument support personnel. The instrument operator can decide which type of media to use. However, CD-R, DVD-R, or BD-R disks are highly recommended.
- c. It is the responsibility of the individual instrument operator to store the archived data that they have generated.

## **7 Calculations**

Not applicable.

## **8 Measurement Uncertainty**

Not applicable.

## **9 Limitations**

Not applicable.

## **10 Safety**

Not applicable.

## **11 References**

*Instrument Operation and Systems Support SOP Manual.*

Rev. #	Issue Date	History
0	06/21/06	New document which replaces original also titled "Chemistry Unit Data Archiving Policy."
1	10/04/18	Changed title to "Chemnet Data Archiving Protocol." Updated Section 1 Scope to include applicable disciplines/categories of testing. Added pdf printing in Section 2. Deleted Calibration section and renumbered. Updated Sections 3a. and 7.2.1a. to include storage servers and jukeboxes. Updated Sections 3b, 7.2.1b, and 7.2.2b. to include BD-R disks. Changed 'IOSS' to 'appropriate instrument support personnel' in Sections 7.1 a, 7.1 b, 7.2.1, and 7.2.2 b. Updated heading in Section 6. Updated abbreviation for IOSS in Section 12 and header.

### **Approval**

Redacted - Signatures on File

Drug Chemistry/  
General Chemistry  
Technical Leader:

Date: 09/28/2018

Toxicology  
Technical Leader:

Date: 09/28/2018

Metallurgy  
Technical Leader:

Date: 09/28/2018

Paints and Polymers  
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Date: 09/28/2018

Fire Debris Technical  
Leader:

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Explosives (Chemistry)  
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IOSS Manager:

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Chemistry Unit Chief:

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**QA Approval**

Quality Manager:

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